

A04-0098 01-28-04

Application Form

Arizona Chemical Company

	Name of facility*			
	International Paper			
	Name of parent company (if any)			
	1201 W. Lathrop Avenue			
	Street address			
	Gate C			
	Street address (continued)			
	Savannah, Georgia 31415			
	City/State/Zip code			
	s information about your contact person for the National nmental Performance Track Program.			
Name	Mr./Mrs./Ms./Dr. Mr. Mark Tillman			
Title	EHS Manager			
Phone	912-238-7729			
Fax	912-238-7725			
E-mail	mark.tillman@ipaper.com			

Facility/Company Website www.arizonachemical.com

^{*} If you are applying for multiple facilities, you must call 1-888-339-PTRK(7875)

Expiration Date:

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- Provide background information on your facility.
- Identify your environmental requirements.



1	What do you do or make at your facility?	Tall Oil Products and Resins
?	List the North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.	NAICS 325211 325191
}	Does your company meet the Small Business Administration definition of a small business for your sector?	☐ Yes
1	How many employees (full-time equivalents) currently work at your facility? If you checked "Yes" in question 3 and have fewer than 50 employees at your facility, then you are considered a "small facility" by the Performance Track Program.	☐ Fewer than 50 ☐ 50-99 ☑ 100-499 ☐ 500-1,000
	Complete the Environmental Requirements Checklist on	☐ More than 1,000

application.

Expiration Date:

Optional: Is there anything else you would like to tell us about your facility? Do you participate in other voluntary programs at the local, tribal, State, or Federal level? Not at this time.

Expiration Date:

Why do we need this information?

Facilities need to have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- Confirm that your EMS meets the Performance Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.



Read the EMS requirements on page 9-12 of instructions. Tell us if your EMS meets these requirements for:

1	Environmental policy		☐ No
2	Planning		□No
3	Implementing and operation		□No
4	Checking and corrective action ————————————————————————————————————	⊠ Yes	☐ No
5	Management review	⊠ Yes	□No
6	Have you done a comprehensive review of all activities conducted at your facility that could impact the environment? (i.e., have you done an aspect analysis?)	⊠ Yes	□No
7	Have you classified your aspects based on their potential harm to the environment, on community concerns, and/or on other objective factors? (i.e., have you determined your significant aspects?)	⊠ Yes	□No
8	When did you last update your aspect analysis? (mo/yr)	10/01/20	03
9	Have you completed at least one EMS cycle (plan-do-check-act)?	⊠ Yes	□No
10	Did this cycle include both an EMS and a compliance audit?	⊠ Yes	□No
11	Have you completed an objective self-assessment or third- party assessment of your EMS?	⊠ Yes	□No

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06/30/03 If yes, what method of EMS assessment did you use?	Self-assessment	Third-party assessment
	☐ GEMI	☐ ISO 14001 Certification
	☐ CEMP	☑ Other International
	Other	Paper Environmental Audit

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Why do we need this information?

Facilities need to show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the instructions to answer questions 1 and 2.



commitments.

Part 1 You must report past achievements for at least two environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the instructions. Please quantify each of your aspects using the units listed for that aspect in the Environmental PTrack Information Hotline at 1-888-339-PTRK.

Note to small facilities: If you are a small facility, you must report past achievements for only one environmental aspect.

First achievement

What aspect have you selected from the Table on page 29-31?	Emissions of Sulfur Dioxide		
What units are you using to quantify this aspect? (See Table, page 29-31.)	tons		
	PAST	CURRENT	
3 List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).	55 tpy	17 tpy	
4 What are the years for which you are reporting these quantities?	2000	2002	
5 Estimate your past normalizing factor (Page 18 of the Instructions will help you calculate this.)	1.04	1.0	
6 What is your normalizing factor based on (e.g., production, employment)?	Production		

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06/30/03	
7 You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?	Installation of a pre-scrubber system.

Second achievement

1 What aspect have you selected from the Table on page 29-31?	BOD Discharges to water		
What units are you using to quantify this aspect? (See Table, page 29-31.)	tons		
	PAST	CURRENT	
3 List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).	6,970 tpy	5,121 tpy	
4 What are the years for which you are reporting these quantities?	2000	2002	
5 Estimate your past normalizing factor (Page 18 of the Instructions will help you calculate this.)	1.0	1.0	
What is your normalizing factor based on (e.g., production, employment)?	Production		
7 You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?	Installation of process equipment to remove solids and reduce oil losses. The clean waste stream is being used by the adjacent pulp and paper mill for chemical make-up.		

Part 2 You must make future commitments for at least four environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the Instructions. The aspects you select for your future commitments should be related to the objectives and targets in your EMS. Where possible, they also should be identified as having a significant environmental impact in your EMS. No more than two of your aspects can be from the same environmental category. If you're not sure how your objectives and targets fit into our aspects or whether your aspects are significant, call the PTrack Information Hotline at 1-888-339-PTRK.

Once you have chosen your four environmental aspects, then fill in all the necessary information for these aspects in the tables on pages 7-10 of this form. Please quantify each of your aspects using the units listed for that aspect in the Environmental Performance Table. Each table that you must fill in corresponds to one of the environmental aspects you have chosen.

We will assume that your performance commitments are based on a constant production or employment level. If you would like to base your commitment on changing production or employment, please fill out optional questions 6a and 6b.

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Note to small facilities: If you are a small facility, you must report future commitments for only two environmental aspects.



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1	What aspect have you selected from the Table on pages 29-31?	Materials Use - Recycled/Reused Materials		
2	What units are you using to quantify this aspect?	lbs		
<i>3a</i>	Is this aspect considered significant in your EMS?	⊠ Yes □ No		
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.			
		CURRENT	FUTURE	
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	0	1,000,000	
5	What are the years for which you are reporting these quantities?	2002	2006	
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.1	
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production		
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	The facility will install equipment that will allow for addition of off- specification material, in 55 pound bags, to the reactors while the unit is in operation.		
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	☐ Yes ☒ No		
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.			

Section C, continued

Expiration Date:

Se	Second commitment				
1	What aspect have you selected from the Table on pages 29-31?	Waste - Hazardous			
2	What units are you using to quantify this aspect?	lbs			
<i>3a</i>	Is this aspect considered significant in your EMS?	⊠ Yes □ No			
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.				
		CURRENT	FUTURE		
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	964,400	700,000		
5	What are the years for which you are reporting these quantities?	2002	2006		
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.1		
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production			
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	Process improvements will consist of segregating hazardous and non-hazardous waste streams. Additional equipment will be installed to further separate components of the hazardous waste. These components will be recycled as raw material additives.			
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	⊠ Yes □ No			
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.	40 CFR 260-279; no quantitative limits, management and recordkeeping requirements only.			

Section C, continued

Expiration Date:

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1	What aspect have you selected from the Table on pages 29-31?	Discharges to Water - BOD	
2	What units are you using to quantify this aspect?	Ibs	
<i>3a</i>	Is this aspect considered significant in your EMS?	⊠ Yes □ No	
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.		
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	10,242,000	10,000,000
5	What are the years for which you are reporting these quantities?	2002	2006
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.0
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production	
	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	Reduce the quantity of high BOD Tall Oil Fractions from the wastewater stream. The primary reduction measure will involve mechanical separatio of Tall Oil fractions from wastewater. A facility task force is currently working on developing BMP's for reducing the loss of Tall Oil Fractions. Task Force activities will be completed by March 2004. BMP's will consist of requirement for enhanced leak detection and repair. The Task Force is also charged with determining the best method for mechanical separation	
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	☐ Yes ☒ No	
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section	<i>C</i> ,	continued
	E	xpiration Date:

Fo	urth commitment		
1	What aspect have you selected from the Table on pages 29-31?	Air Emissions - VOC's	
2	What units are you using to quantify this aspect?	tons	
<i>3a</i>	Is this aspect considered significant in your EMS?	⊠ Yes □ No	
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.		
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	154	77
5	What are the years for which you are reporting these quantities?	2002	2006
6а	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.1
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production	
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	The reduction will be accomplished that will allow for re-use of the VOC's Recovery methods will include conde waste streams. Processes with interronnected to a Thermal Oxidizer for	s as a raw material feedstock. ensing and distillation of VOC laden mittent VOC emissions will be
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	⊠ Yes □ No	
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.	Title V Permit #TV-14082 limits emiss rolling average). Original SIP permit in Title V issued in 2003. Original SIP C emissions projected to be 2.5 times in	requirements were incorporated into Compliance date was 2/4/02. 2005

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Why do we need this information?

Facilities need to demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

What do you need to do?

- Describe your approach to public outreach.
- List three references who are familiar with your facility.



1	How do you identify and respond to community concerns?	Concerns are identified during periodic meetings with the neighborhood Association (Hudson Hill). Responses are provided at the next scheduled meeting. In addition, the facility has a process for responding to odor and noise complaints by the community.
2	How do you inform community members of important matters that affect them?	Periodic meetings with local neighborhood association.
3	How will you make the Performance Track Annual Performance Report available to the public?	☑ Website www.arizonachemical.com☑ Newspaper☑ Open Houses
		☑ Other
		Community meetings

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4 Are there any ongoing citizen suits against your facility?	☐ Yes	⊠ No	
If yes, describe briefly in the right-hand column.			

5 List references below

	Organization	Name	Phone number
Representative of a Community/ Citizen Group	Hudson Hill Community Association	Walter Reed	912-234-5034
State/tribal/local regulator	Georgia Environmental Protection Division - Air Compliance Branch	Doug Waldron	404-363-7018
Other community/local reference (e.g., emergency management official or business associate)	Colonial Oil Industries, Inc.	James Baker	912-236-1331

Expiration Date:

On behalf of Arizona Chemical Company- Savannah [my facility],



Application and Participation Statement.

I certify that

I have read and agree to the terms and conditions for Application and Participation in the National Environmental Performance Track, as specified in the *National Environmental Performance Track Program Guide* and in the *Application Instructions*;

- I have personally examined and am familiar with the information contained in this Application, including the Environmental Requirements Checklist. The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements:
- My facility has an environmental management system (EMS), as defined in the Performance Track EMS requirements, including systems to maintain compliance with all applicable Federal, State, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all Federal, State, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable Federal, State, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date	
Printed Name/Title	Mr./Mrs./Ms./Dr. Maurice A. Sheppard, Plant Manager
Phone Number/E-mail	912-238-7710/ maurice.sheppard@ipaper.com
Facility Name	Arizona Chemical Company
Facility Street Address	1201 W. Lathrop Avenue, Gate C

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City/State/Zip Code Savannah, Georgia 31415

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Use the Environmental Requirements Checklist to answer Question 5 in *Section A, Tell us about your facility*. This Checklist will help you identify the *major* Federal, State, tribal, and local environmental requirements that apply at your facility, but it is not an exhaustive list of all environmental requirements that may be applicable at your facility.

Fill in your facility information below and enclose the completed Checklist with your application.

Air Pollution Regulations

Check all that apply

\boxtimes	1.	National Emission Standards for Hazardous Air Pollutants (40 CFR 61)
\boxtimes	2.	Permits and Registration of Air Pollution Sources
\boxtimes	3.	General Emission Standards, Prohibitions, and Restrictions
	4.	Control of Incinerators
	5.	Process Industry Emission Standards
\boxtimes	6.	Control of Fuel Burning Equipment
\boxtimes	7.	Control of VOCs
\boxtimes	8.	Sampling, Testing, and Reporting
\boxtimes	9.	Visible Emissions Standards
\boxtimes	10.	Control of Fugitive Dust
	11.	Toxic Air Pollutants Control
	12.	Vehicle Emissions Inspections and Testing
Other	you r	must list these if applicable)
	13.	Federal, State, tribal, or local regulations not listed above.
	14.	ID Numbers (specify whether State or Federal). State Title V Permit #TV-14082

Hazardous Waste Management Regulations

Check all that apply.

\boxtimes	1.	Identification and listing of hazardous waste (40 CFR 261)
	\boxtimes	- Characteristic waste
	\boxtimes	- Listed waste
\boxtimes	2.	Standards Applicable to Generators of Hazardous Waste (40 CFR 262)
	\boxtimes	- Manifesting
	\boxtimes	- Pre-transport requirements
	\boxtimes	- Record keeping/reporting
	3.	Standards Applicable to Transporters of Hazardous Waste (40 CFR 263)
		- Transfer facility requirements
		- Manifest system and record-keeping
		- Hazardous waste discharges
	4.	Standards for Owners and Operators of TSD Facilities (40 CFR 264)
		- General facility standards
		- Preparedness and prevention
		- Contingency plan and emergency procedures
		- Manifest system, record-keeping, and reporting
		- Groundwater protection
		- Financial requirements
		- Use and management of containers
		- Tanks
		- Waste piles
		- Land treatment
		- Incinerators
	5.	Interim Standards for TSD Owners and Operators (40 CFR 265)
	6.	Interim Standards for Owners and Operators of New Hazardous Waste Land Disposal Facilities (40 CFR 267)
	7.	Administered Permit Program (Part B) (40 CFR 270)
Other	(you	must list these if applicable)
	8.	Federal, State, tribal, or local regulations not listed above
	9.	ID Numbers (specify whether State or Federal). State Hazardous Waste Identification #: GAD003275252

Hazardous Materials Management

Check all that apply.
1. Control of Pollution by Oil and other Hazardous Substances (33 CFR 153)
2. Designation of Reportable Quantities and Notification of Hazardous Materials Spill (40 CFR 302)

6. Underground Storage Tank Regulations (40 CFR 280-282)

Other (you must list these if applicable)

7. Federal, State, tribal, or local regulations not listed above.

8. ID Numbers (specify whether State or Federal).

Solid Waste Management

Check all that apply.

1.	Criteria for	Classification	on of Solid	d Waste Dispos	sal Facilities and Pr	actices (40 CFR 257)
_						

2. Permit Requirements for Solid Waste Disposal Facilities

3. Installation of Systems of Refuse Disposal

4. Solid Waste Storage and Removal Requirements

5. Disposal Requirements for Special Wastes

Other (you must list these if applicable)

6. Federal, State, tribal, or local regulations not listed above.

7. ID Numbers (specify whether State or Federal).

Water Pollution Control Requirements

Check all that apply.

\boxtimes	1.	Oil Spill Prevention Control and Countermeasures (SPCC) (40 CFR 112)
\boxtimes	2.	Designation of Hazardous Substances (40 CFR 116)
\boxtimes	3.	Determination of Reportable Quantities for Hazardous Substances (40 CFR 117)
П	4.	NPDES Permit Requirements (40 CFR 122)
	- . 5.	Toxic Pollutant Effluent Standards (40 CFR 129)
	6.	General Pretreatment Regulations for Existing and New Sources
Ш	0.	(40 CFR 403)
		Name of POTW
		ID # of POTW
	7.	Organic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 414)
	8.	Inorganic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 415)
	9.	Plastics and Synthetics Point Source Effluent Guidelines and Standards (40 CFR 416)
	10.	Water Quality Standards
	11.	Effluent Limitations for Direct Dischargers
	12.	Permit Monitoring/Reporting Requirements
	13.	Classifications and Certifications of Operators and Superintendents of Industrial Wastewater Plants
	14.	Collection, Handling, and Processing of Sewage Sludge
	15.	Oil Discharge Containment, Control and Cleanup
	16.	Standards Applicable to Indirect Discharges (Pretreatment)
Othe	r (you n	nust list these if applicable)
	17.	Federal, State, tribal, or local regulations not listed above.
	18.	ID Numbers (specify whether State or Federal).

Drinking Water Regulations

Chec	ck all ti	hat apply.
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	1. 2. 3. 4. 5. 6. er (you 7.	Underground Injection and Control Regulations, Criteria and Standards (40 CFR 144, 146) National Primary Drinking Water Standards (40 CFR 141) Community Water Systems, Monitoring and Reporting Requirements (40 CFR 141) Permit Requirements for Appropriation/Use of Water from Surface or Subsurface Sources Underground Injection Control Requirements Monitoring, Reporting and Record keeping Requirements for Community Water Systems must list these if applicable) Federal, State, tribal, or local regulations not listed above.
	8.	ID Numbers (specify whether State or Federal).
		stances hat apply.
	1.	Manufacture and Import of Chemicals, Record-keeping and Reporting Requirements (40 CFR 704)
\boxtimes	2.	Import and Export of Chemicals (40 CFR 707)
\boxtimes	3.	Chemical Substances Inventory Reporting Requirements (40 CFR 710)
\boxtimes	4.	Chemical Information Rules (40 CFR 712)
	5.	Health and Safety Data Reporting (40 CFR 716)
	6.	Pre-Manufacture Notifications (40 CFR 720)
	7.	PCB Distribution Use, Storage and Disposal (40 CFR 761)
	8.	Regulations on Use of Fully Halogenated Chlorofluoroalkanes (40 CFR 762)
	9.	Storage and Disposal of Waste Material Containing TCDD (40 CFR 775)
Othe	r (you	must list these if applicable)
	10.	Federal, State, tribal, or local regulations not listed above.
П	11.	ID Numbers (specify whether State or Federal).

Pesticide Regulations

Check	all that	apply.
	1.	FIFRA Pesticide Use Classification (40 CFR 162)
	2.	Procedures Storage and Disposal of Pesticides and Containers
		(40 CFR 165)
	3.	Certification of Pesticide Applications (40 CFR 171)
	4.	Pesticide Licensing Requirements
	5.	Labeling of Pesticides
	6.	Pesticide Sales, Permits, Records, Application and Disposal Requirements
	7.	Disposal of Pesticide Containers
Ш	8.	Restricted Use and Prohibited Pesticides
Other (you m	ust list these if applicable)
	9.	Federal, State, tribal, or local regulations not listed above.
	10.	ID Numbers (specify whether State or Federal).
Enviro	nment	al Clean-Up, Restoration, Corrective Action
	1.	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund). Please identify and include date of Record of Decision.
	2.	RCRA Corrective Action. Please provide date of RCRA/HSWA permits that require corrective action.
	3.	State Hazardous Waste Facility Permit #: HW-060(CA), March 8, 1999 Other Federal, State, tribal, or local environmental clean-up, restoration, corrective action regulations not listed above. Please include date of requirement.
Facility	/ Name	e Arizona Chemical Company
Facility	/ Loca	tion: Savannah, Georgia

The National Environmental Performance Track is a U.S. Environmental Protection Agency program. Please direct inquiries to 1-888-339-PTRK (7875) or e-mail ptrack@indecon.com.

To submit your application:

- 1) E-mail the completed application to ptrack@indecon.com,
- 2) Fax the completed an signed Section E (**not** the entire application) to (617) 354-0463.

If you cannot e-mail the application, mail a hard copy of the entire completed application to:

The Performance Track Information Center c/o Industrial Economics Incorporated 2067 Massachusetts Avenue Cambridge, MA 02140

Paperwork Reduction Act Notice

The public reporting and recordkeeping burden for this collection of information is estimated to average 40 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.